

**Job Title: FACILITIES SUPERVISOR****Department:** Development Services**Immediate****Supervisor:** Director of Development Services**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Organize and supervise the operations, maintenance and custodial services of owned and/or leased Town buildings.

**ESSENTIAL FUNCTIONS:***This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
1	L	Plan, assign and supervise the work of staff involved in providing maintenance and custodial services to Town facilities; review and distribute requests for service from other departments and agencies utilizing a computerized work request format; requisition supplies, materials, and equipment for all facility needs; prepare and maintain preventive maintenance programs and contracts.
2	S	Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
3	S	Participate in the hiring of staff; monitor employee performance ; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4	L	Assist with the safety inspections of all Town facilities; respond to requests from the risk pool to implement improvements in property and staff safety; prepare reports required by Federal, State, and Local agencies.. Act as Town ADA (Americans with Disabilities Act) Coordinator, research and resolve ADA concerns with Town owned facilities; interact with US Department of Justice and State ADA compliancy agencies on matters concerning Town owned property.
5	M	Participate in and supervise the liquidation of Town surplus property in accordance with State regulations; prepare all necessary reports. Prepare and plan for the collection and destruction of archived files in accordanc with the State Records Reduction Act.
6	L	

\* See page 3 – Overall Physical Strength Demands

**JOB REQUIREMENTS:**

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Formal Education / Knowledge	High school diploma or equivalent required. Prefer two yrs. minimum college. Basic knowledge of HVAC, plumbing, electrical and plant maintenance required.
Experience	Five years of responsible experience in construction and commercial building maintenance.
Certifications and Other Requirements	Computer skills in Microsoft Office software and Outlook (e-mail). Possession of a valid AZ driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Must be able to read and comprehend technical manuals and construction blue prints.
Math	Must be able to perform basic math calculations.
Writing	Must be able to write memos, reports, documents and presentations in a clear and grammatically correct format.
Managerial	Planning responsibilities include scheduling daily tasks. Possess skills to work as a lead worker on projects.
Budget Responsibility	Must be able to prepare a comprehensive budget pertaining to the Facilities Division.
Supervisory / Organizational Control	Minimum two years of lead and supervisory responsibility.
Complexity	Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	The employee in this position has contact with work units or departments within the Town, which may be involved in decision-making or providing approval for purchases or projects. In addition, this employee works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Work site
Sitting	O	Driving and computer/office work
Walking	F	Between work sites
Lifting	F	Tools & equipment, packages, tables, chairs
Carrying	O	Tools & equipment, packages
Pushing/Pulling	F	Equipment, broom, vacuum
Reaching	O	Telephone, office supplies
Handling	O	Tools & equipment
Fine Dexterity	F	Small hand tools, computer, calculator, telephone and writing
Kneeling	O	Work site
Crouching	O	
Crawling	R	
Bending	F	
Twisting	O	
Climbing	O	
Balancing	O	On ladder
Vision	C	Driving, computer
Hearing	C	Communicating with public and personnel
Talking	C	Communicating with public and personnel
Foot Controls	F	Town vehicle, gator, other Town equipment

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Maintains HVAC equipment in the 25 to 150 ton capacity, operates computer monitored and controlled HVAC. Operates hydraulic high reach equipment up to 30' in height. Operates all machinery associated with facility custodial care. Utilizes all types of hand tools associated with construction and building maintenance.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	W	Noise and Vibration	D
Electrical Hazards	D	Wetness/Humidity	S
Fire Hazards	D	Respiratory Hazards	W
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)  
(2) Mechanical Plants

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, gloves (latex, leather , chemical protection), safety glasses, respiratory, safety belts, steel toed footwear (when necessary).

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)